



Arts Commission  
P.O. Box 519 or  
127 S. Mission  
Wenatchee, WA 98801  
(509) 888-6243 FAX 888-6256

## **Community Art Support Grant Program**

**Deadline: April 30, 2011**

The City of Wenatchee Arts Commission offers funding to community art organizations up to \$1,500 per year. Grant monies are allocated from the City's 1% for Art Fund.

Art organizations include those groups offering visual, performance, children's and adult art education programs as well as events related to the arts. The goal of the fund is to provide small yet meaningful amounts of money to help promote art programming within the city limits of Wenatchee.

### **ELIGIBLE PROJECTS EXAMPLES INCLUDE:**

- Purchase of art materials or artist services for children's art programs or events
- Promotion expenses of art events such as workshops and conferences
- Support for fees for art-related speakers or teachers
- Support for art-related public events such as concerts/performances in music, theater, dance

### **FUNDING CRITERIA & CONDITIONS**

- Maximum request for grant funds is \$1,500.
- General operating expenses and expenses incurred prior to the award date are not eligible for inclusion in a grant request.
- Grants to an individual organization will not be approved more often than once every two years.
- **This is a reimbursable grant paid upon completion of the event.** Funds will be awarded to applicants upon proof of work being accomplished via the "Grant Completion Report" and an invoice for the award amount on applicant's letterhead. The Grant Completion Report and an example of an invoice are attached to these materials.
- Awardees will receive a letter of award for their grant.
- Special conditions for early or one-half disbursement of grant funds will be considered upon request only.
- Events/programs/projects must be completed by and reimbursement requested by December 30<sup>th</sup>. If additional time is needed, grant awardees are required to request approval for an extension from the Arts Commission office in writing and provide a status report. If an extension is not approved, grant funds will be forfeited.

### **ELIGIBLE APPLICANTS**

- Incorporated Non-profit Organizations
- Unincorporated Citizens Groups/Advocacy Groups
- Arts Organizations
- Public Agencies/School Districts/Civic Organizations/Religious Organizations

### **EVENT/PROGRAM/PROJECT CRITERIA**

- Funds must be used to promote the arts within the limits of the City of Wenatchee.
- Events/Programs/Project must be accessible to the public (no private events/programs/projects).

#### **PROCESS FOR SUBMITTAL**

- All application materials and attachments may be submitted electronically via email to the Arts Commission office at [artscommission@wenatcheewa.gov](mailto:artscommission@wenatcheewa.gov) preferably as a single PDF file. Alternatively, **one (1) hard copy** of all application materials and attachments may be submitted via U.S. mail or delivered to Wenatchee Arts Commission at Wenatchee Valley Museum, 127 South Mission Street.
- Do not change any questions or wording in this document. Incomplete or inappropriately altered applications will not be considered.
- The Arts Commission will review the application and additional materials and make timely recommendations to the City Council.
- Applicants will be notified by letter, email or telephone of the status of their request.

#### **PROCESS FOR GRANT AWARDEES**

- Within thirty (30) days of event/program/project completion, all grantees are required to submit a "Grant Completion Report" to report on the program along with an invoice for the grant award amount. Please provide attendance numbers to the event/program/project as well as any publication materials produced with the funds such as brochures, flyers, etc., (an electronic copy is acceptable).
- All publications produced, press releases, flyers, and/or any references to your event/program/project must contain the following acknowledgement:

**"Funding assistance provided by the City of Wenatchee 1% for Arts Fund"**

- The report and related publication materials are to be mailed to:

**City of Wenatchee Arts Commission  
P.O. Box 519 or  
127 S. Mission  
Wenatchee, WA 98801**

#### **APPLICATION DEADLINE: April 30, 2011**

Completed applications must be received electronically, hand delivery or mail by 5:00 PM in order to be considered. Email address: [artscommission@wenatcheewa.gov](mailto:artscommission@wenatcheewa.gov)

If it is necessary to submit a hard copy of application materials via U.S. mail, it must be postmarked by April 30, 2011.



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## **Community Art Support Grant Program Application**

**Date:**

**Organization:**

**Type of Organization: (Visual Arts, Theater, Conference, etc.):**

**Contact Name:**

**Mailing Address:**

**City/State/Zip:**

**Telephone(s):**

**Fax:**

**Email:**

*Please answer the following questions as best as you can. This application is designed to help you explain your event/program/project. Please attach all supporting materials to this form. Applicants may submit answers on a separate page. If you have received this Word document via email, it may be completed on your computer and adjusted to your spacing requirements. Printed off the completed application or submit it electronically.*

1. What is your event, program, or project? Explain the event/program/project in as much detail as you can.
2. What is/are your group's goal(s) for this event/program/project?
3. Has this event/program/project occurred in past years? If so, for how long?
4. What amount are you seeking and how will these funds be used? (Maximum grant award is \$1,500.)
5. How will support from the City of Wenatchee Arts Commission and the 1% for Art Fund assist your program or event?

### **Additional documentation to be attached:**

- ☐ Program or event budget and timeline. Please use the attached form, being sure to itemize expenses and include committed and non-committed sources of funding.
- ☐ Letters of support from organizations or individuals endorsing the event/program/project (4 maximum). These letters can also be submitted electronically.
- ☐ Other materials that will assist the Arts Commission in understanding your program or event.

**Application Deadline: April 30, 2011**

- ❖ Completed applications must be received electronically by 5:00 PM in order to be considered.
- ❖ If a hard copy of application materials is submitted via U.S. mail, it must be postmarked April 30.

# **Community Art Support Grant Program Application**

## **Program/Event Budget and Timeline**

Please itemize all expenses related to the program or event budget, indicating the estimated cost of each work element, proposed date for completion, and whether or not funds are committed for each. In addition, please include the Total Project Cost and the amount of funding requested from the City of Wenatchee Arts Commission and for which expenses it will be used.

<i>Project Expense</i>	<i>Estimated Cost</i>	<i>Proposed Completion Date</i>	<i>Are there other funding sources to this project? Yes/No/From Who?</i>
Total Project Cost:			
Total Requested from the City of Wenatchee Arts Commission:			